PAYROLL DIRECT DEPOSIT APPLICATION			
SECTION A - TO BE COMPLETED BY EMPLOYEE - PLEASE TYPE THE REVERSE SIDE OF THE EMPLOYEE COPY.	E OR PRINT USING A BALL F	POINT PEN. SEE INSTRUCTIONS	ON
1. TYPE OF ACTION	THER AGENOY TRANS	SEED EDOM ANOTHER AGENOV	
	THER AGENCY LI TRANS	FER FROM ANOTHER AGENCY	
3. SOCIAL SECURITY NUMBER			
SECTION B - TO BE COMPLETED BY EMPLOYEE IF NEW OR CI MUST BE ATTACHED.	HANGE BOX IN SECTION A IS	S CHECKED - A VOIDED CHECK	
	OR ACCOUNT NUMBER		
3. TYPE OF ACCOUNT - CHECK ONLY ONE BOX C (CHECKING) S (SAVINGS)			
4. FINANCIAL INSTITUTION NAME	5. TELEPHONE NUMBER		
			STA
6. BRANCH NUMBER OR NAME (IF APPLICABLE)			STAPLE VOIDED
D. BRAINCH NUMBER OR NAME (IF AFFLICABLE)			š
			Ă∣
7. FINANCIAL INSTITUTION ADDRESS NUMBER AND STREET	CITY ST	TATE ZIP	00
			CHECK
SECTION C - TO BE COMPLETED BY EMPLOYEE			ᅔᆝ
1. CHECK APPROPRIATE BOX			HERE
I. CHECK AFFROFRIATE BOX		,	m
I hereby authorize the Office of Administration to initiate credit or adjustments for any credit entries made in error to my account.		if necessary, debit entries (withdraw	als)
I understand that the Office of Administration may terminate m	ny enrollment in the program if t	ha Stata is lagally obligated to with	hold
part of my wages for any reason.	iy emoliment in the program in t	The State is legally obligated to with	ioiu
I understand that the employing agency may terminate my en	ollment if I no longer meet the	eligibility requirements.	
☐ I hereby cancel my Direct Deposit authorization.			
SIGNATURE OF STATE EMPLOYEE		DATE	
SECTION D - TO BE COMPLETED BY AGENCY			
1. AGENCY NAME			
2. EMPLOYEE'S AGENCY/ORG CODE			
3. AGENCY APPROVAL			
I hereby certify that I am the duly appointed officer of the herein nam is eligible for payroll direct deposit.	ed agency and that, being so a	uthorized, do certify that this employ	/ee
SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE		DATE	
DATE RECEIVED IN OFFICE (MONTH, DAY YEAR)	AGENCY TELEPHONE NO.		

PLEASE READ THIS INFORMATION CAREFULLY

COMPLETION INSTRUCTIONS

1. To apply for Payroll Direct Deposit, complete this form as follows:

General Instructions

- Complete Sections A, B and C if you are enrolling for the first time, re-enrolling after cancellation, or changing your existing Payroll Direct Deposit information.
- · If you are cancelling your Payroll Direct Deposit, complete Sections A and C only.
- Section A (Item 1) Type of Action Check Appropriate box
- · New Complete for new enrollment or re-enrollment after cancellation

Change — Complete to change type of account, financial institution or branch routing number, or depositor account number

Cancel — Complete to cancel your Direct Deposit

Transfer TO or FROM Other Agency — Transfers within State government agencies

• Section B — (Item 1) Routing Number and (Item 2) Depositor Account Number

Routing Number — Your financial institution's routing number is printed on the bottom left hand portion of your personal checks (the first 9 digits). See examples 1 and 2 below.

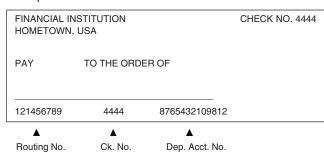
Depositor Account Number - Your depositor account number is printed on the bottom of your personal checks following the routing number. It may be the first series of digits after the routing number followed by your check number (example 1), or it may be the series of digits which follow your check number (example 2).

NOTE: Check number is not included in the depositor account number.

Example 1

FINANCIAL IN HOMETOWN,		CHECK NO. 444	4
PAY	TO THE ORDER OF		
121456789	8765432109812	4444	
A Routing No.	▲ Dep. Acct. No.	▲ Ck. No.	

Example 2



Credit Unions and savings and loan associations may differ from the above examples. Please verify your depositor account number and electronic routing number with your financial institution.

- 2. Attach a **voided personal check** to the front right hand side of the original (white copy) of this application form. This is necessary to verify your depositor account number, routing number, and financial institution.
- 3. Forward completed form to your personnel/payroll office.

CHANGE FINANCIAL INSTITUTION OR DEPOSITOR ACCOUNT

Payroll Direct Deposits will continue to be deposited into your designated account at your financial institution until the Office of Administration is notified that you wish to redesignate your account and/or your financial institution. To redesignate, complete and submit a new Payroll Direct Deposit Application with the new information and forward to your to your agency personnel/payroll office.

PLEASE DO NOT CLOSE AN OLD ACCOUNT UNTIL THE FIRST PAYMENT IS DEPOSITED INTO YOUR NEW ACCOUNT.